

# Fire Alarm Procedures

Version 6

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## Fire Alarm Procedures

### Be Prepared:

- Always be familiar with your surroundings. Ensure you are aware of at least two exits close to your location.
- Know the location of the nearest fire alarm pull station.
- **Know how the fire alarm system at your campus works.**

### If you discover smoke or fire:

1. Notify anyone in the area.
2. Leave the area where there is smoke or fire immediately.
3. Close but do not lock doors behind you.
4. Activate the fire alarm by pulling the nearest fire alarm pull station.
5. Evacuate the building immediately using the nearest exit/stairs.
6. Call the fire department by dialing 9-1-1 from a safe location. (Never assume that this has been done.)

Caution: If you encounter smoke, use an alternate exit/stair or find an area of refuge.



### When you hear the fire alarm:

1. Evacuate the building using the nearest exit/stairs.
2. DO NOT USE ELEVATORS.
3. Close but do not lock doors behind you.
4. Once outside, move away from the building by at least 30 metres (100 feet) and proceed to one of the Designated Evacuation Assembly Areas.
5. Do not re-enter the building until the "All Clear" has been given by Fire Services or the Seneca Emergency Response Team.

**Never assume a fire alarm is a drill and do not continue teaching classes.**

## Areas of Refuge

Areas of Refuge have been established for persons requiring assistance in the event of a building evacuation. Proceed to a marked Area of Refuge and notify Security Services using a Code Blue Emergency Phone located nearby.

[Areas of Refuge by Campus](#)

tags : emergency, evacuation, fire, safety